

# VACANCY NOTICE

For opportunities in RHODE ISLAND STATE GOVERNMENT

CS-376  
Rev.9/93

DESCRIPTION OF POSITION	TITLE OF POSITION: <u>Sr. Public Health Promotion Specialist</u>		CLASSIFICATION CODE: <u>02762200</u>																
	SALARY RANGE: <u>131 47567-53858</u>		REFERENCE POSITION NO: <u>1137-50100</u>																
	Health <u>Family Health WIC Program</u>		APPLICATION PERIOD: <u>08/24/04-8/30/04</u>																
	DEPARTMENT OR AGENCY NAME <u>DIVISION/SECTION/UNIT</u>																		
	ASSIGNMENT(S) COMMENTS: _____																		
	SHIFT AND DAYS: _____		<u>3 Capitol Hill, Providence</u>																
	RESTRICTIONS/LIMITATIONS: <u>Ltd. Federal Funding 9/30/04</u>																		
	POSITION COVERED BY COLLECTIVE BARGAINING UNIT YES _____ NO <u>X</u>																		
	NAME OF BARGAINING UNIT _____																		
	THERE IS _____ IS NOT <u>X</u> A Civil Service List for this position. <b>SEE A/B FOR SPECIFIC INSTRUCTIONS.</b>																		
GENERAL INFORMATION TO CANDIDATE	<b>INSTRUCTIONS. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the File Position Title and number. Most important- Please include the following information: <ul style="list-style-type: none"> <li><i>The title of the position for which you are applying.</i></li> <li><i>The title of your present position and date you entered it.</i></li> <li><i>Date you entered State service.</i></li> <li><i>Name of department where you are currently employed.</i></li> <li><i>Your business telephone number.</i></li> <li><i>Present Union Affiliation ***</i></li> </ul>																		
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. <b>A. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</b> If indicated above that no civil service list exists for this position, you need not to be in the class position. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letter "N.A." for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>B. AMERICAN WITH DISABILITIES ACT:</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodation:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMODATION, then the individual shall not be considered unqualified for the position.</li> <li><b>MEDICAL INFORMATION:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the American with Disabilities Act (ADA).</li> </ul>																		
STATEMENT OF DUTIES	<b>DUTIES / RESPONSIBILITIES:</b> Ensures that the WIC Program policies, procedures and regulations are enforced and complied with at the 26 Local WIC sites (serving 23,000+ WIC participants) throughout Rhode Island. Supervises the Nutrition Services and Community Outreach Unit, including training, quality assurance and evaluation processes. Manages provision of supplies to local WIC sites. Develops and implements the Client Services sections of the Rhode Island WIC State Plan, state policies and procedures with oversight by the WIC Chief. Responsible for the budget associated with Client Services,																		
MINIMUM EDUCATION & EXPERIENCE	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> Graduation from a college of recognized standing with specialization in public health, public administration or a closely related field and considerable employment in a responsible position in a public or private agency involving the application of health promotion and public relations for public health programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.																		
WHERE TO APPLY	Apply within the application period as shown on this announcement. NOTE: Some state union contracts allow a 3-day grace period for receipt of CS-14 application or bid. This office <b>does not</b> assume responsibility for applications sent through the mail. <table border="0"> <tr> <td><b>SEND RESUME OR CS-14 APPLICATION TO:</b></td> <td>Telephone #</td> <td>222-2265</td> </tr> <tr> <td>Kathy Guadagno</td> <td>Fax #</td> <td>222-1256</td> </tr> <tr> <td>Office of Health Personnel</td> <td>TTD#</td> <td>1-800-745-5555</td> </tr> <tr> <td>3 Capitol Hill, Room 402</td> <td></td> <td>(Hearing/Speech Impaired)</td> </tr> <tr> <td>Providence, RI 02908</td> <td></td> <td></td> </tr> </table>				<b>SEND RESUME OR CS-14 APPLICATION TO:</b>	Telephone #	222-2265	Kathy Guadagno	Fax #	222-1256	Office of Health Personnel	TTD#	1-800-745-5555	3 Capitol Hill, Room 402		(Hearing/Speech Impaired)	Providence, RI 02908		
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**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER**